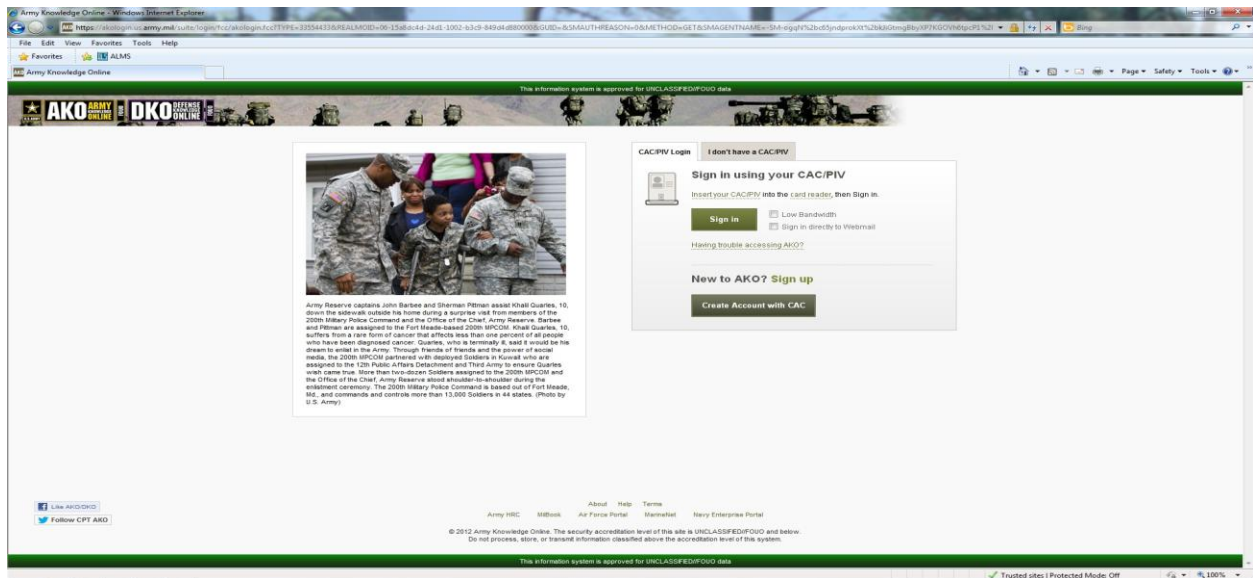


Guide to Registering For Rail Operations Sustainment Training Course

Step by step:

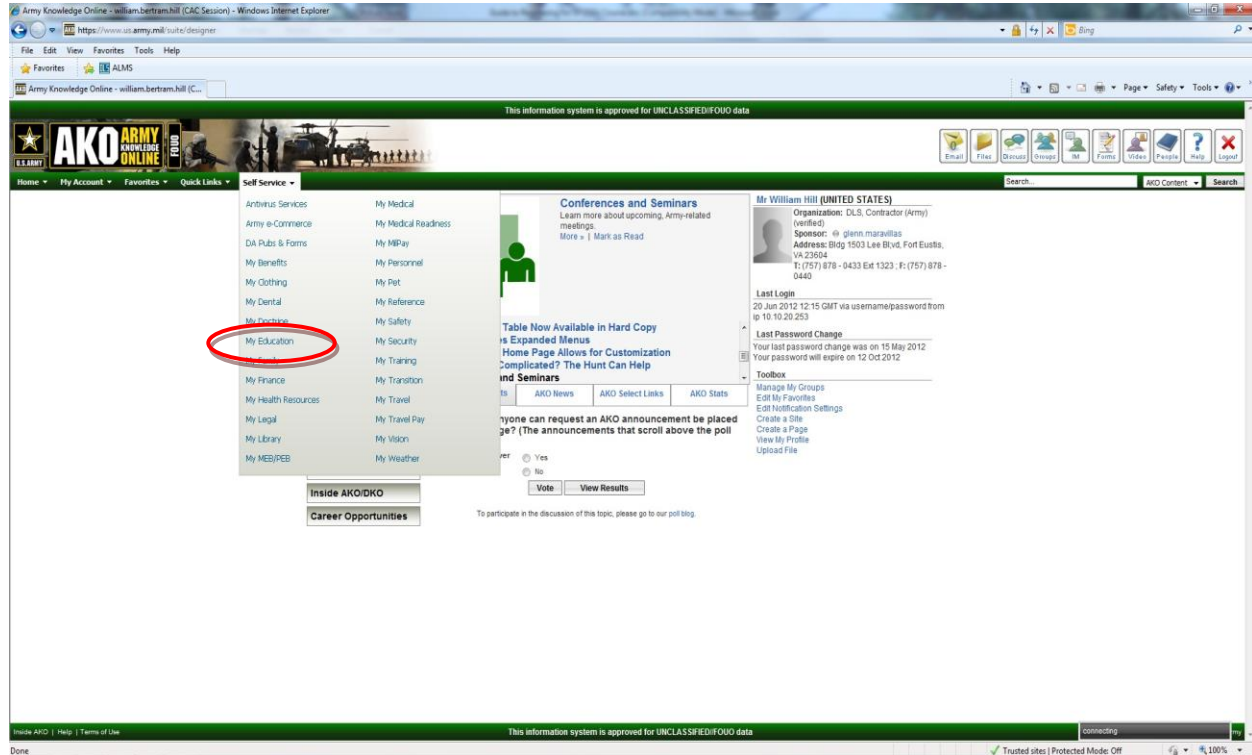
Log into ALMS by navigating to AKO www.us.army.mil and logging in.



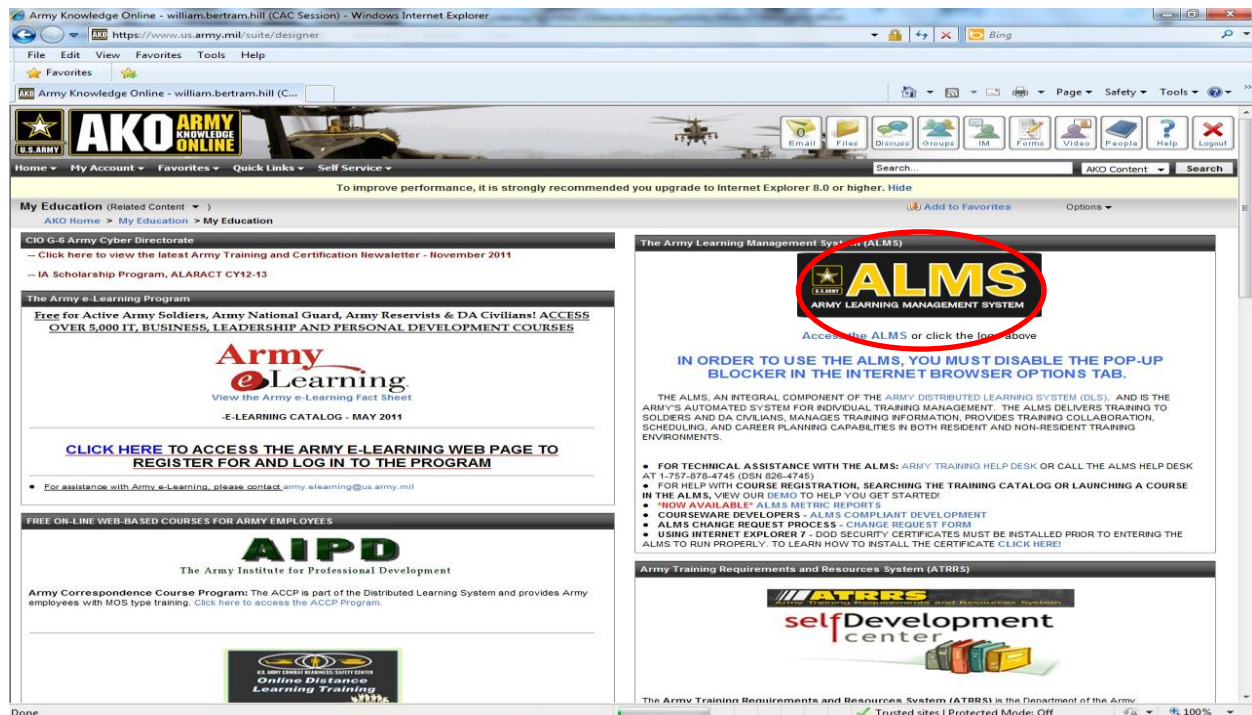
You will now see navigation headers (Home, My Workspace, Site Map, My Favorites, Quick Links and Self Service) on your homepage within AKO. Click on Self Service to launch a drop down menu.



Select "My Education" from the "Self Service" drop down menu.



You will see an ALMS logo which you can click on, or you can click the link "Click Here" underneath the logo.



You are now logged into the ALMS. You are on your homepage. Click the Catalog Search button.

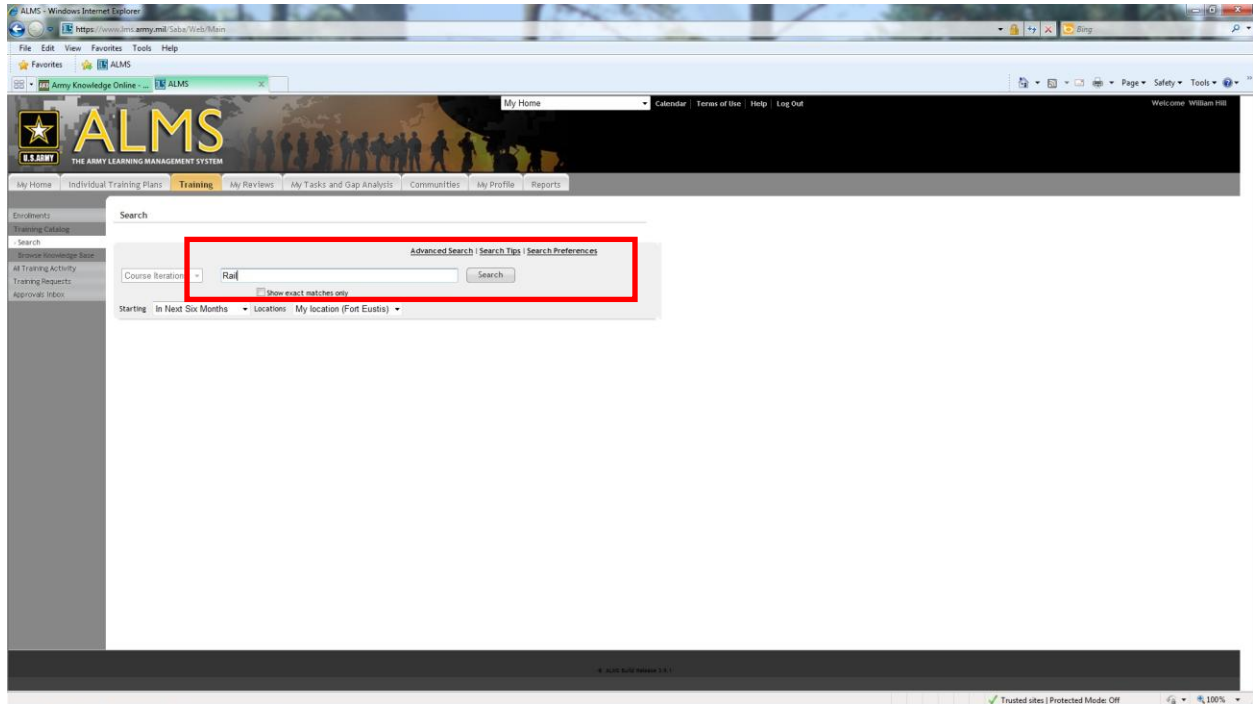


From here you can proceed to conduct a search for your courses various ways.

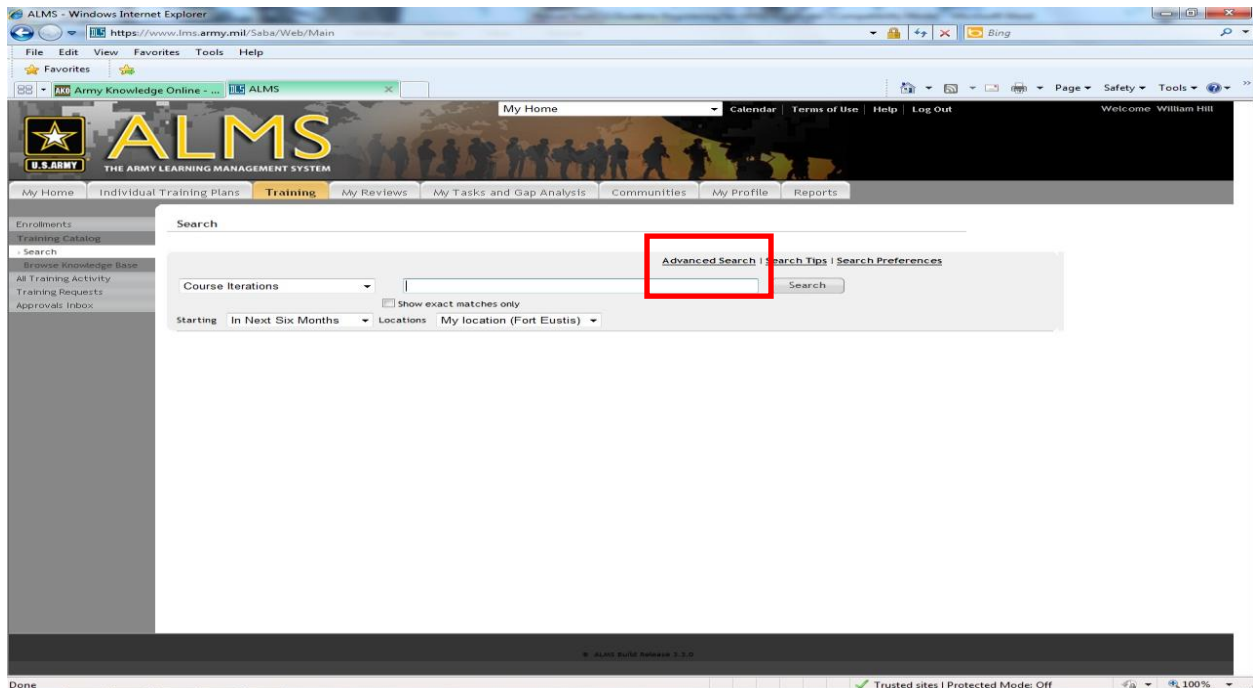
- Basic Search
- Advanced Search

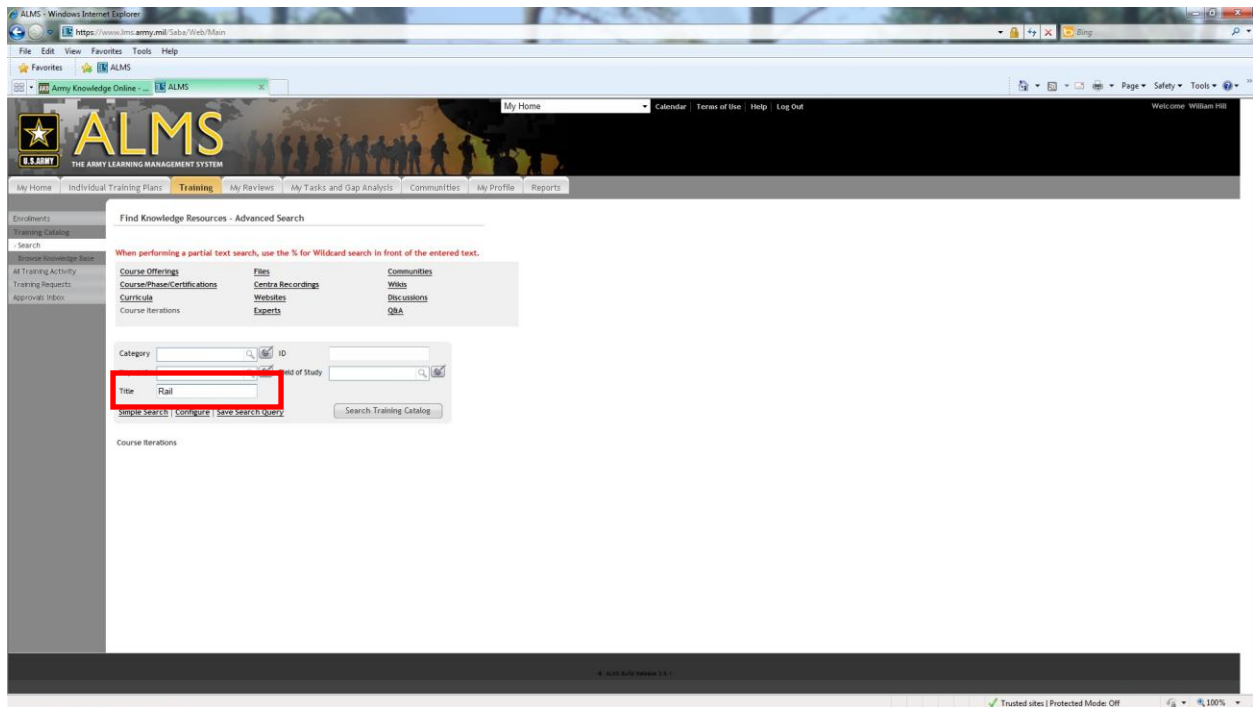
Using Catalog Search you can enter in the title of your course or the first word in the title of your course and it will bring up your course. **Click Catalog Search button.** In this instance you can type in "Rail " or "Rail Operations " or "Rail Operations Sustainment Training Course". All of these will bring up your courses by using the basic search as shown in the following pictures.

Enter “Rail” in Title field and then click the Search button.

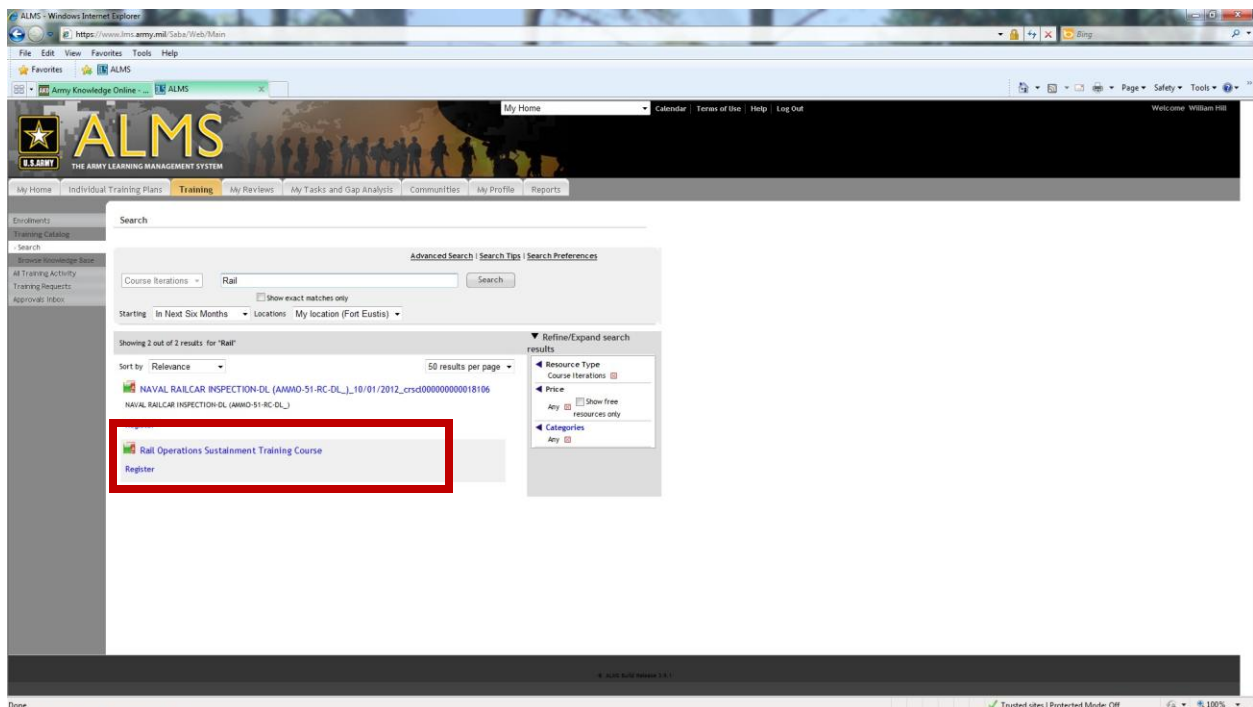


Or Click Advanced Search Link and Enter “Rail” in Title field and Click the Search button.

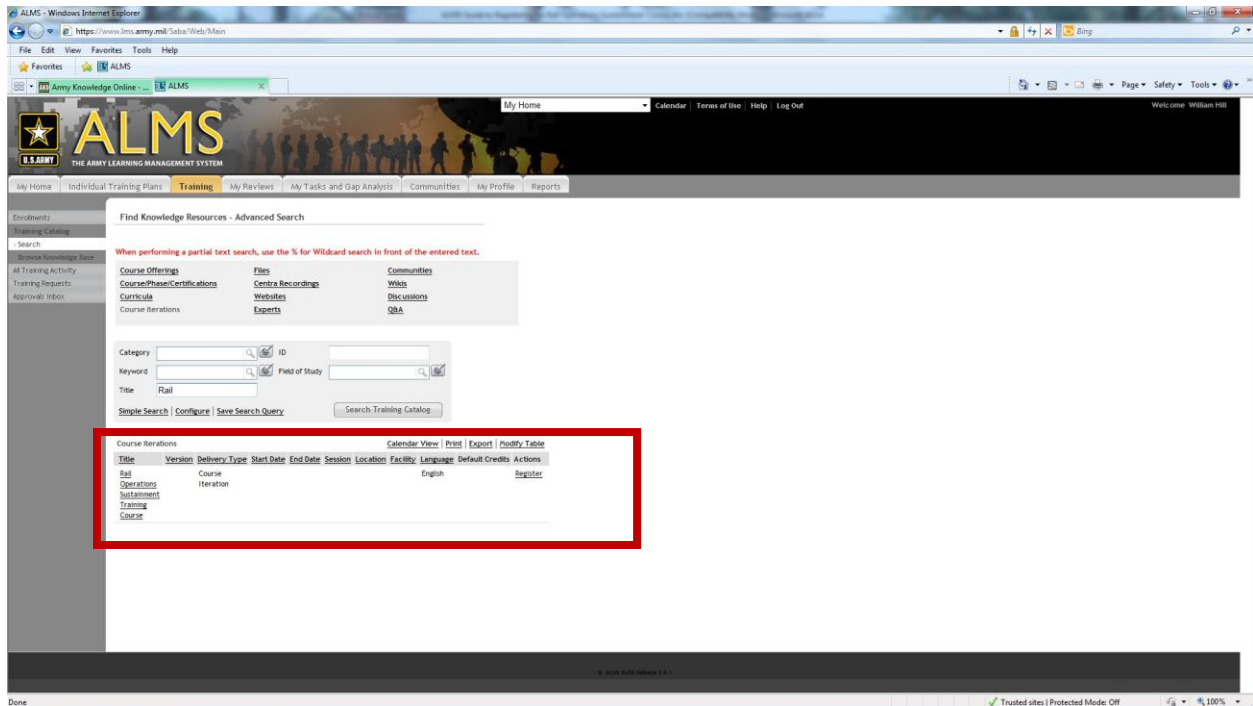




This will result in the following results:



Or if Advanced Search is used:



Once you have located your desired course:

- Click on “Register”
- You will now see a “Create Order” screen with your selection and enclosed materials.
- Click “Continue Registration” button. Once the button is clicked it will gray out and Processing will be displayed in the button indicating your registration is processing.
- You will now see a “Registration Confirmation” screen. Click the Go To Enrollments button.
- If you do not launch your content at this moment and decide to come back at a later date, you can launch it by going to your ALMS homepage. There you will find a “Current Enrollments” button. This will take to your current enrollments page, showing your registered courses. You should see two Launch button for this course. The top launch button will start the course from the beginning and the second Launch button will take to where you left off (bookmark) if you have previously launched the course. Click the appropriate Launch Button.
- Once you have completed the course, your successful completion will reflect on your Detailed Training Record and you can print out a certificate of completion from there. You can access your Detailed Training Record by clicking the Detailed Training Record on your ALMS Home page.

ALMS - Windows Internet Explorer
 https://www.lms.army.mil/Taba/Web/Main

File Edit View Favorites Tools Help

ALMS

Army Knowledge Online - ALMS

My Home | Calendar | Terms of Use | Help | Log Out

Welcome William Hill

My Home | Individual Training Plans | **Training** | My Reviews | My Tasks and Gap Analysis | Communities | My Profile | Reports

Enrollments
 Training Catalog
 Search
 Browse Knowledge Base
 All Training Activity
 Training Requests
 Approvals Inbox

Search

Advanced Search | Search Tips | Search Preferences

Course Iterations: Rail Search

☐ Show exact matches only

Starting: In Next Six Months | Location: My location (Fort Eustis)

Showing 2 out of 2 results for "Rail"

Sort by: Relevance | 50 results per page

NAVAL RAILCAR INSPECTION-DL (AMMO-51-RC-DL_10/01/2012_crsd000000000018106)
 NAVAL RAILCAR INSPECTION-DL (AMMO-51-RC-DL_10/01/2012_crsd000000000018106)
 Register

Rail Operations Sustainment Training Course
 Register

Refine/Expand search results

Resource Type
 Course Iterations

Price
 Any ☐ Show free resources only

Categories
 Any ☐

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Done

Trusted sites | Protected Mode: Off

ALMS - Windows Internet Explorer
 https://www.lms.army.mil/Taba/Web/Main

File Edit View Favorites Tools Help

ALMS

Army Knowledge Online - ALMS

My Home | Calendar | Terms of Use | Help | Log Out

Welcome William Hill

My Home | Individual Training Plans | **Training** | My Reviews | My Tasks and Gap Analysis | Communities | My Profile | Reports

Enrollments
 Training Catalog
 Search
 Browse Knowledge Base
 All Training Activity
 Training Requests
 Approvals Inbox

Find Knowledge Resources - Advanced Search

When performing a partial text search, use the % for Wildcard search in front of the entered text.

Course Offerings
 Course/Phase/Certifications
 Course Iterations

Files
 Central Recordings
 Websites
 Experts

Communities
 Wikis
 Discussions
 Q&A

Category: ID:

Keyword: Field of Study:

Title: Rail

Simple Search | Configure | Save Search Query | Search Training Catalog

Course Iterations

Calendar View | Print | Export | Notify Table

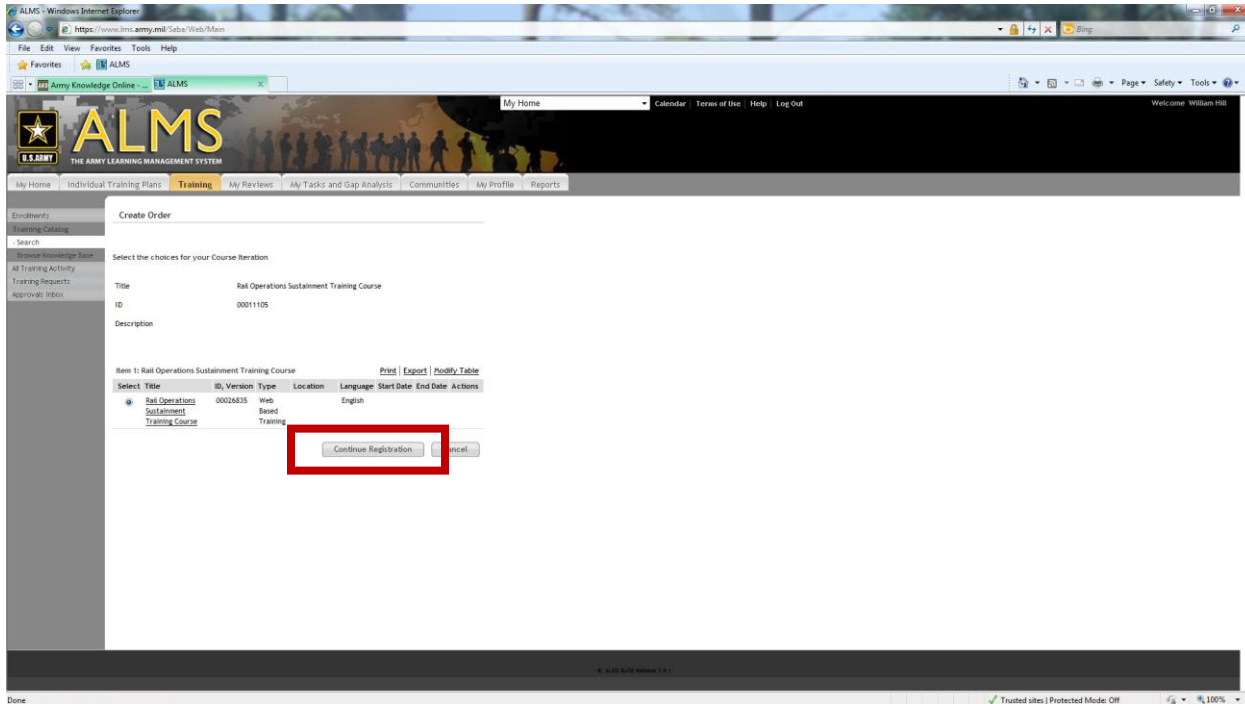
Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Default Creation	Actions
Rail Operations Sustainment Training Course	1	Course Iteration					English			Register

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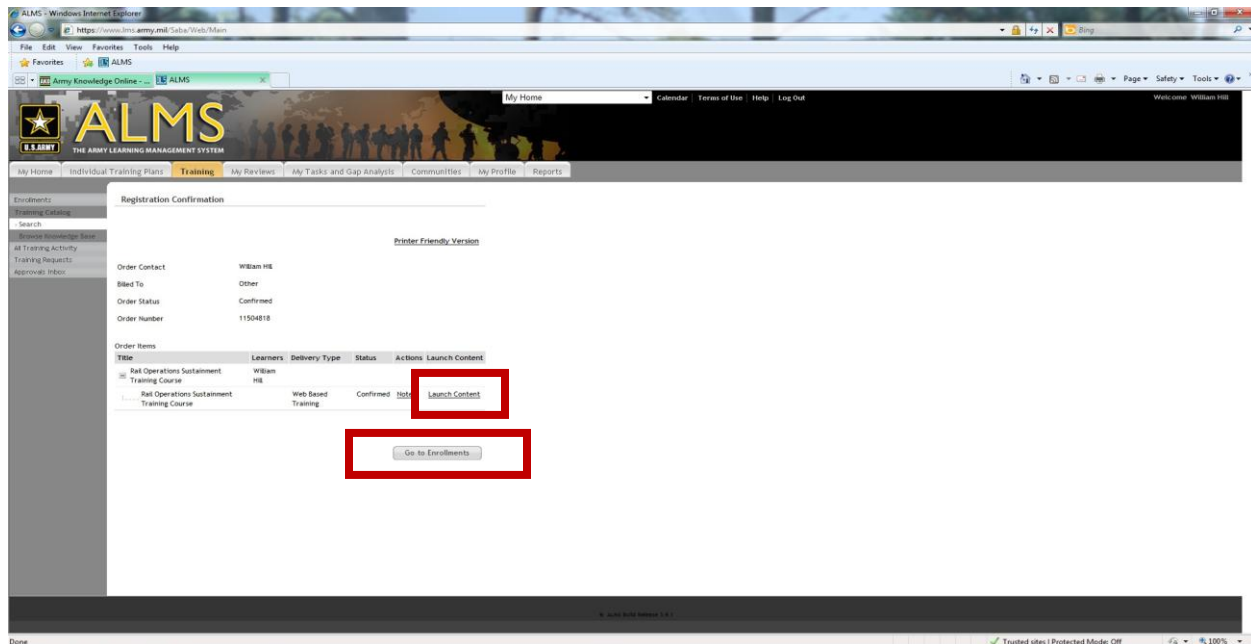
Done

Trusted sites | Protected Mode: Off

Click the “Continue Registration” button.



Click the “Launch Content” link or “Go To Enrollments” button to go to your current enrollments to launch your course.



If you have any questions, problems, or comments with the course please call or email me at the below numbers. Good luck and enjoy the course.

**Gary E Houts
Training Specialist 88P/T/U
Fort Lee, VA
804-765-1498
gary.e.houts.civ@mail.mil**